

**TOWN OF WILLISTON
COMMUNITY CENTER SCOPING & LIBRARY ASSESSMENT
STEERING COMMITTEE
MINUTES OF MEETING
July 13, 2023**

APPROVED July 27, 2023

MEMBERS PRESENT: John Butterfield, Greta D'Agostino, Karla Karstens, Lynn McClintock, MaryClaire McGovern, Bob Metz and Andy Mikell

ABSENT: None

ADMINISTRATION: Erik Wells, Town Manager; Todd Goodwin, Recreation and Parks Director; Jane Kearns, Library Director; and Erin Dickinson, Assistant to Town Manager

OTHERS PRESENT: Bonnie Lord, Assistant Director/ Youth Services Librarian; John Hemmelgarn and Jim Duprey of Black River Design

[Note: Minutes reflect the order of the published agenda.]

- Call to Order**
Karla Karstens called the meeting to order at 6:33 p.m. She introduced Bonnie Lord, Assistant Director/ Youth Services Librarian who was in attendance to observe the meeting.
- Public Comment – General Issues**
There were no public comments.
- Minutes – May 11, 2023**
MOTION by Lynn McClintock, second by Greta D'Agostino to approve the meeting minutes of May 11, 2023 with a minor housekeeping edit. APPROVED 7-0.
- Phase II Survey – Data Review**
Erin Dickinson provided a presentation of the Phase II survey data results.

The Committee discussed sharing the survey results with the community. They agreed to post the presentation slides on the project webpage. Erik Wells offered to draft a letter for the Williston Observer that will mention the results and encourage the community to visit the project website for further updates and information.

MaryClaire suggested analyzing the data in more detail, and John Hemmelgarn acknowledged that he plans to examine the raw data and analyze more detailed trends as he works on the next pieces of the planning process.

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5. Discussion – Next steps

John Hemmelgarn presented a high-level outline of the project's timeline and stressed the significance of sustaining the current momentum. He proposed that during the next meeting, it would be beneficial for the Library Director and Recreation and Parks Director to revisit their initial concepts and consider how those ideas might have evolved in response to the survey feedback. Additionally, John suggested that Library Consultant Mara Saule be invited to join the next meeting.

6. Other Business

There was no other business.

7. Set Date for Next Meeting

The Committee will next meet on Thursday, July 27, 2023, at 6:30 p.m. and will also meet Thursday, August 10, 2023, at 6:30 p.m. Both meetings will be held at the Town Hall in the Beckett/McGuire Meeting Room.

8. Adjournment

With no further business and without objection the meeting was adjourned at 7:53 p.m.